



rasin user manual master data system

rasin MDM



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Introduction

Master Data Management

The management of master data is increasingly becoming important in all kinds of sectors, however especially the master data of products is one of the main challenges: Since the master data of products has to be accessible during the whole lifetime of a product, it is necessary to **cross system boundaries** and **update, exchange, synchronize and transfer data** from wherever you are.

We support you in building and managing company-wide available product master data and provide a **cross-border online-platform** that allow the organization's different applications and users to seamlessly share a common master data resource.

Reduce the complexity of data sharing and **keep it as simple as possible!** Create a consistent and **user friendly surface** and take long-term advantages of the potential of our newly developed MDM Solution: **rasin MDM**

Your Benefits

On the following pages you will find more information about the benefits of MDM, such as:

- the sharing of data in common without reformatting or duplication
- the quick synchronisation of data across an organisation without system boundaries
- the web-based and consistent, user friendly interface
- provide immediate, tangible results
- along with many other long-term advantages

About rasin MDM

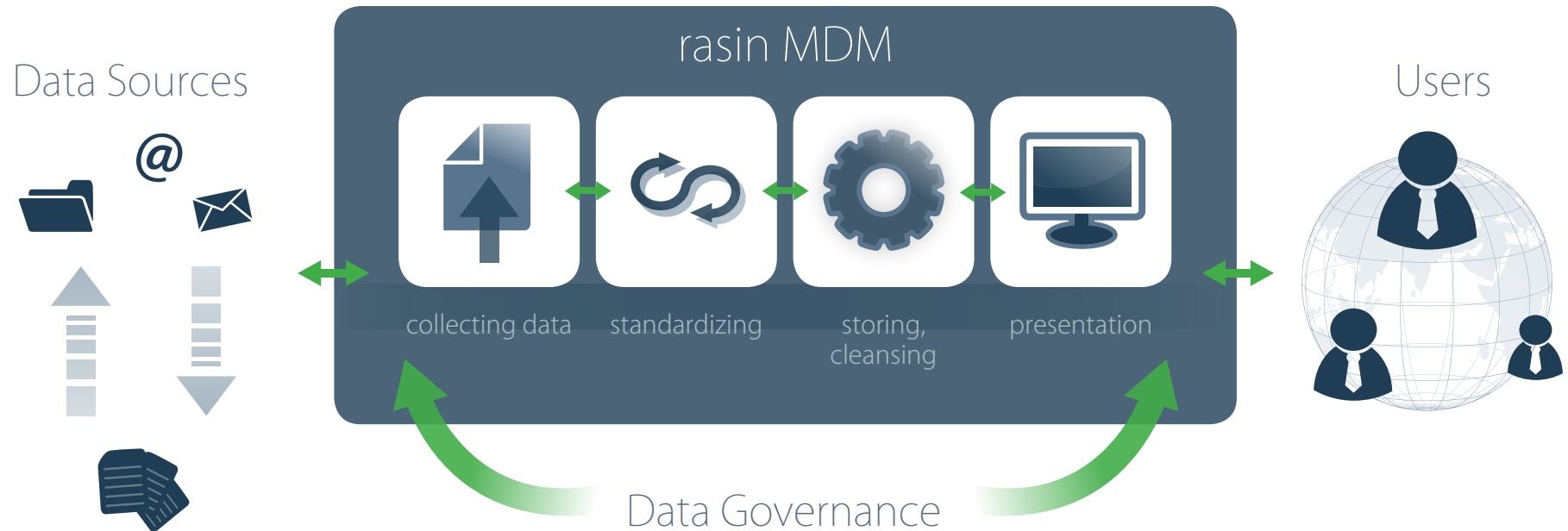
At a basic level, MDM seeks to ensure that an organization does not use multiple versions of the same master data in different parts of its operations.

Furthermore our MDM aims to improve the quality of data through **consistent classifications and identification** of data as well as a **simple data-reconciliation**. Processes offered in our online MDM System include a system-wide data collection, data transformation, normalization and distribution of product description data within the whole company. MDM will enable a central administration of product data in its whole description depth. Through the use of templates and views you can provide only selected data, which is recently required in a particular system. The standardized master data also supports the **electronic data exchange between your systems** as well as to **suppliers and customers**.

Basic Features

- A web-based master data management
- Creation and maintenance of particular product groups and units
- Preparation and management of templates
- Useful and simple export function (Microsoft EXCEL, for shops like amazon, ebay,...)
- Creation of numerous administration user groups and single users with certain privileges (e.g. system administrator or editor)
- Upload function for product images or product manuals
- High user friendliness through a multidimensional search function

00 Basics



The MDM platform allows the organization's different **applications** and **users** to seamlessly share a **common** master data resource through a single interface, without reformatting or duplication.

Updates are easier to implement since MDM tools keep master data **synchronized** and therefore enable better **data analysis and governance**.

01 Basic Features



Creating A Data Set

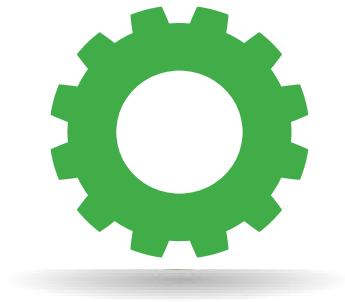
- As a start, you can create **navigation entries** in your main navigation
- Add numerous **subentries** in your navigation
- Create **groups** to classify your entries and keep track on them
- Entries can be created faster with item **templates**
- Furthermore they can be **linked** either to an **internal** existing page or an **external** web page



Creating Admin & User Profiles

- Administrate diverse **user groups** and **profiles**
- You can create numerous **login accounts**,
- Either **users** or **admins** with defined access rights
- **User data** can easily be added or edited, e.g. contact information
- An **overview** of all users / editors and administrators in a list, incl. search engine

01 Basic Features



Managing Your Data

- **Categorize** and **classify** your products on the basis of explicit attributes and
- **Enrich** the descriptive data with further content and material
- Thus create a firm **basis** for your product master data
- Create **groups** to classify your entries and keep track on them
- Use item **templates** to create your entries faster
- Furthermore, entries can be **linked** either to an **internal** existing page or an **external** web page



Multifunctional Export Tool

- Fasten your publication process and export your data easily in different **output types**:
- **Excel**, CSV, PDF, HTML
- For **online shops**, e.g. Magento
- Select various elements of a data set and define their export destination

01 Basic Features



Target Specific Publishing

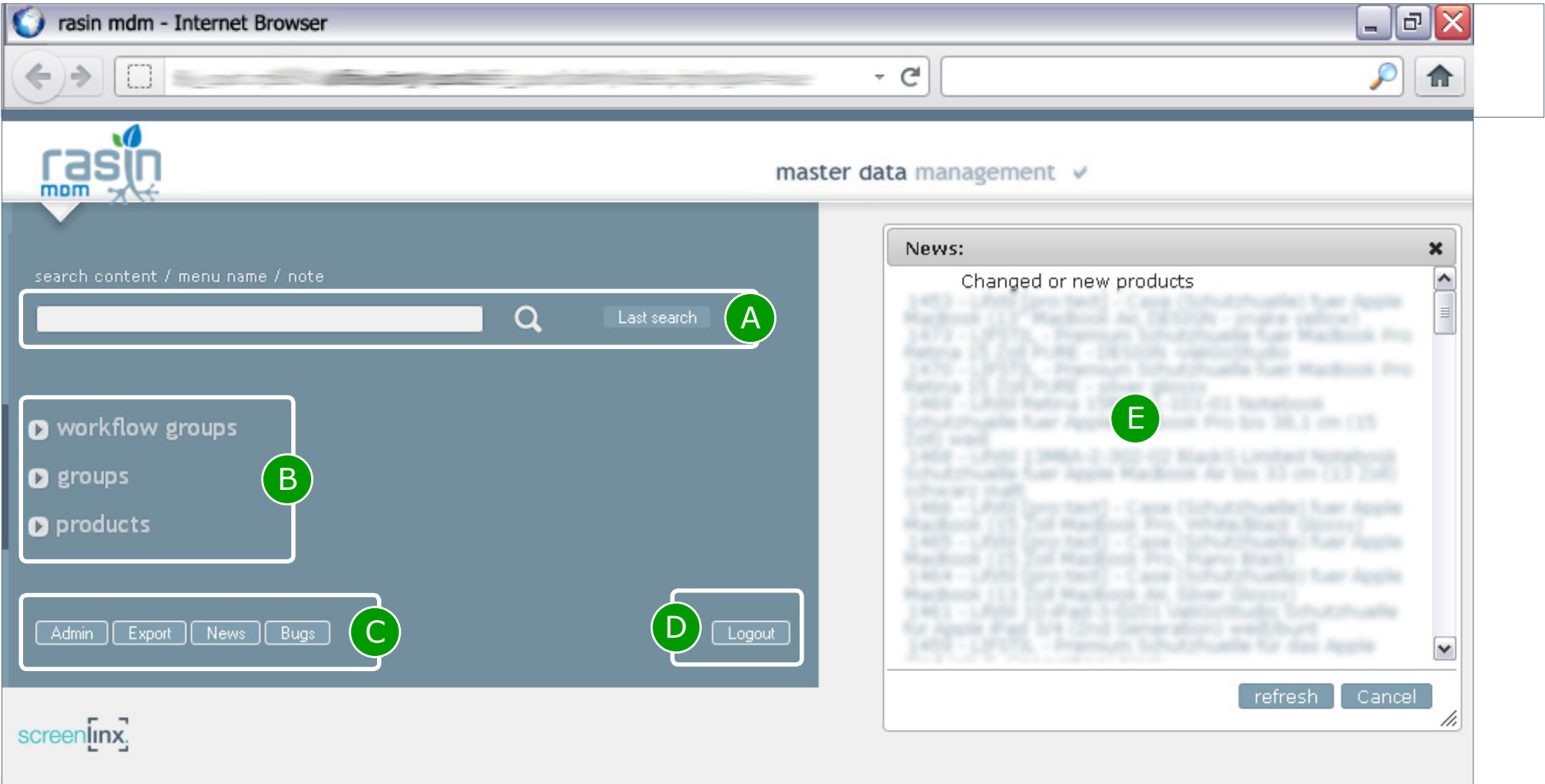
- Seamlessly share a common master data resource to **specific target groups on a web platform**
- You can easily provide **customized content** for various internal and external user groups
- Entries can be created faster with item **templates**
- Furthermore they can be **linked** either to an **internal** existing page or an **external** web page



Internal Search Engine

- The **multifunctional search function** ensures a high user friendliness and improved efficiency
- Editors can perform a search for a **keyphrase**
- The results will return all the content elements with the phrase included
- **Narrow search results** by activating / deactivating certain options

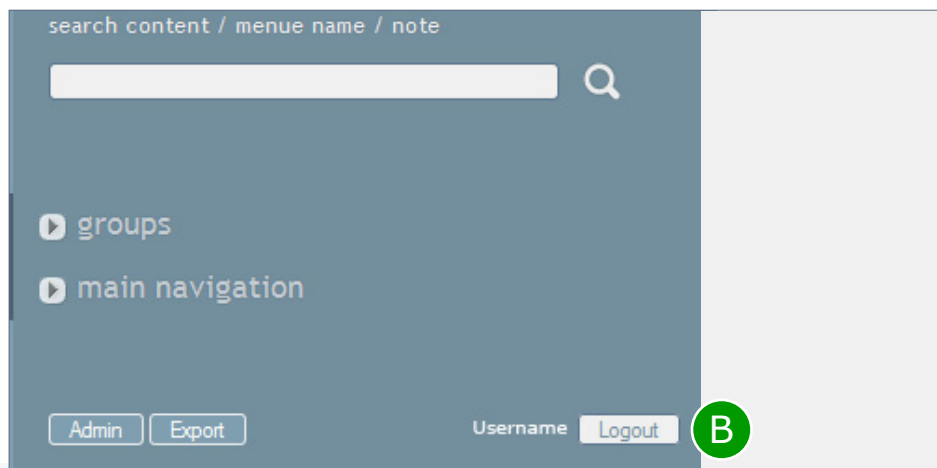
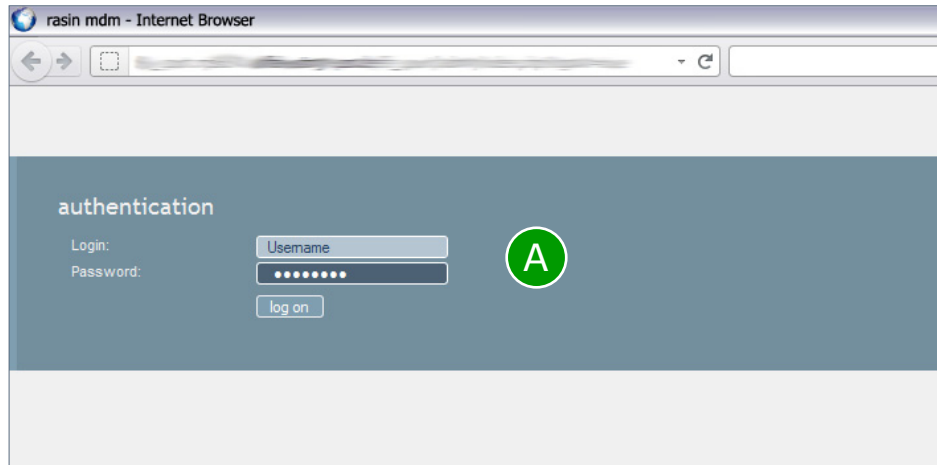
02 The Interface



02 The Interface

- A** Search bar with latest search
- B** Navigation links for workflow groups, all groups and products
- C** Sub-menu for administration, export options, news and bug reports
- D** Logout button to log off safely from the system
- E** News area where you can see new products in the database or the latest changes

00 Login / Logout



- A** Log in to the system by inserting your Username and Password



PLEASE USE THE REFRESH BUTTON OF YOUR BROWSER AFTER YOU'VE LOGGED IN

Due to **everyday modifications**, it is recommended that you refresh the page and thus update the stored data in your browser. This ensures that you always use the newest version.

- B** Click the Button 'Logout' to log out from the CMS

After you have logged out, the login screen will appear again.



product management master data system

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00 Introduction

Product Management

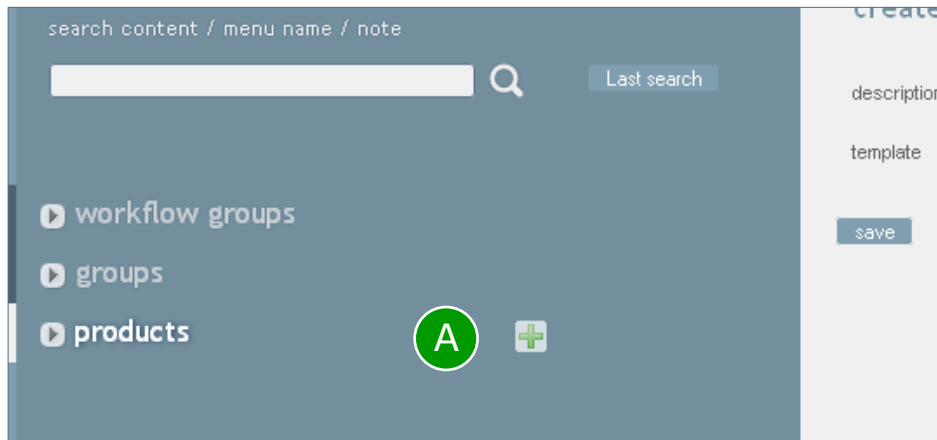
This chapter covers the **creation** of new products to the system, the **removal**, the **setting options** and the general **management** of product data.

A new function is the connecting of products, that is the creation of so-called **variants**: It enables you to easily adopt content of another product, that is almost identical or to big parts similar to yours. By the help of mapping masks you can select the fields whose contents differ from the original, base variant. All remaining fields will be adopted from the base variant's content, which makes it easy for you to maintain a single **product base** for numerous similar products.

Functions:

- **Add** a new product entry
- **Remove** a product entry
- **Insert** and **edit** product content
- Add product content in several different **languages**
- Create **copies** of a product entry
- Create a **base variant**
- Create **variants** and **adopt content** of a similar product (the base variant)
- Edit the variant **mapping mask**
- Remove product from base variant

01 Add A New Product Entry

A screenshot of a web application's 'create new navigation/content entry' form. The form is light gray with dark blue text. It contains two fields: 'description' and 'template'. The 'description' field is filled with the text 'TEST PRODUCT NAME' and has a green circle containing the letter 'B' next to it. The 'template' field is a dropdown menu showing '40 - preussen_120615'. Below the fields is a 'save' button.

A The "Add" Symbol

Click on the navigation entry **"products"** to open the icon toolbar. Next, click on the **+** - icon to create a new navigation / content entry.

B Insert Name

Insert the desired **product name** in the description field and choose a **template** file in the dropdown below. The newest template is always selected by default.



CLICK ON THE "SAVE" BUTTON TO ADD THE NEW NAVIGATION ENTRY.

02 Edit A Product Entry



C Start Editing

Now click on the name of the newly created **product entry** in the navigation to open the product page.

The fields will appear faded-out. To start editing, you will first have to click on the **"Edit on"** button on the top.

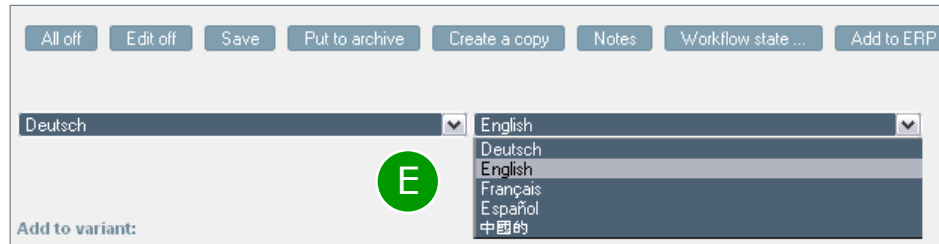
Either that, or you first click on the product name and wait until the icon toolbar has shown up. By this, you can simply click on the **pencil symbol** , which is the second one, and directly start editing the content. (Leave your cursor a few seconds on the symbol to read the ALT-text of the icons.)

The Product Page

D The **product page** consists of several different **sections**. On top of the page you find the admin navigation area, which includes the most important functions: "Edit on / off", "Save", "Put to archive", "Create a copy", "Notes", "Workflow state", "Add to ERP" and "View Alfresco page".

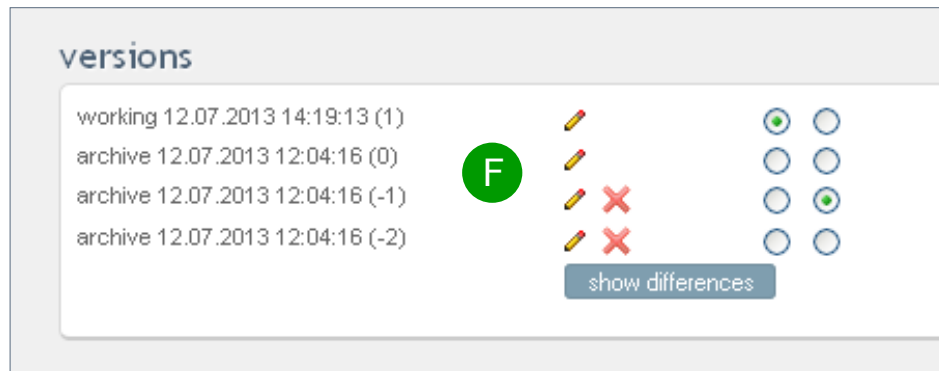
To **save** your product's content, you can either click on the "Save" button on top, or click on the disc-symbol in the left navigation area: 

03 Further Options



E Content Language

Also, you can choose which **language(s)** you want to edit in the two dropdowns below the button navigation. It is possible to display and edit the content of two languages at the same time. This is quite useful, if you want to directly translate one language into another one.



F Archive Product Data

This, for example, is a very useful function, if you want to undo all changes of a session and switch to an older version of the product data.

Whenever you think it's necessary, click on the "**Put to archive**" button in the top navigation. The current version of your product data will be listed below the "versions" headline.

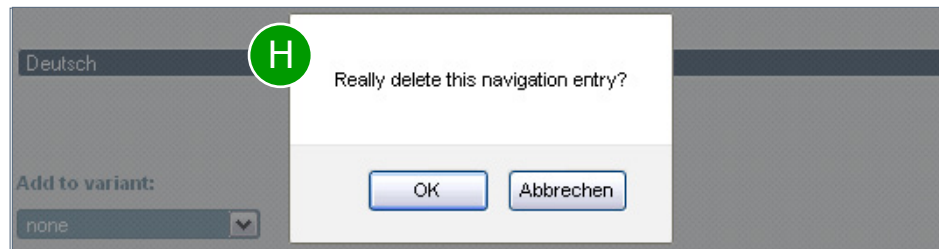
From now on you can **edit**  or **remove**  every single archive or even compare the **differences** of two versions. For this, select two different versions and click on the "**show differences**" button.

04 Remove A Product Entry



G Removing A Product

If you want to **remove** a product entirely from the data mangement **system** (!), click on the product name in the navigation to open the icon toolbar and click on the red delete symbol: **X**

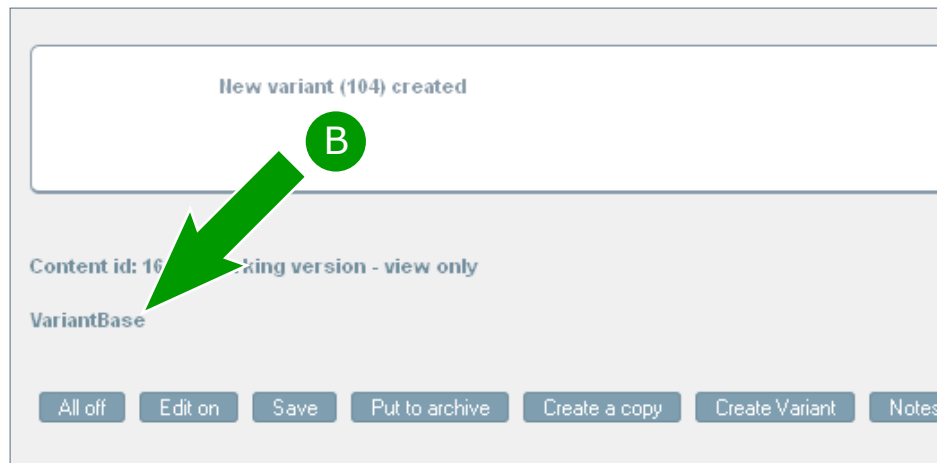
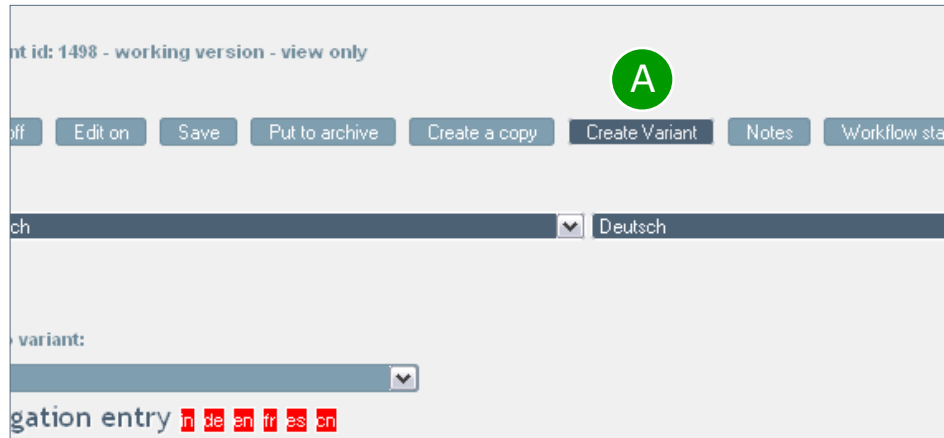


H Of course you will first asked to **confirm** the deletion of the product. Only after clicking "OK" the product will be removed from the system.



PLEASE CAREFULLY CONSIDER THE REMOVAL OF A PRODUCT - THE DATA CANNOT BE RESTORED!

05 Create A Variant Base



A Create A Variant Base

Open the product you want to set as a **variant base**. That is, you plan to adopt some of the content of this specific product to another one.

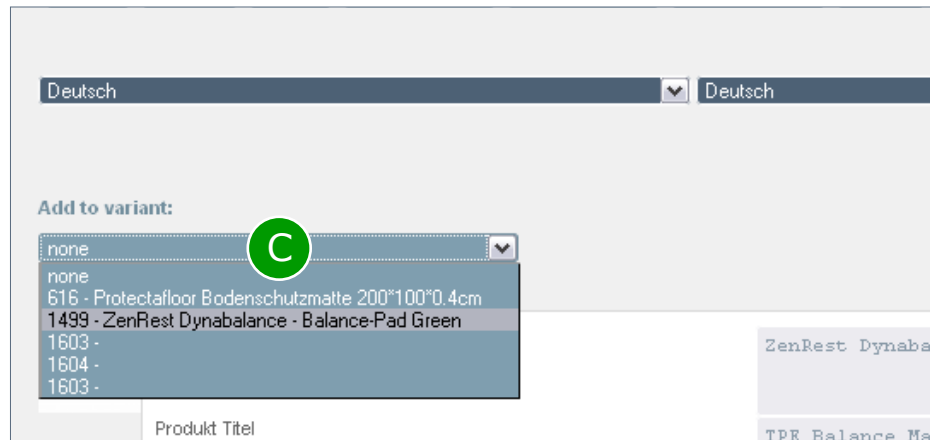
Example: There are two products which only differ in name, color and GTIN (naturally!).

Click on the button “**create variant**”.

B You will be notified that the product has been created as a **variant base**.

On the “**VariantBase**” label on top of the page you can recognize such products at first glance.

06 Set A Product As Variant

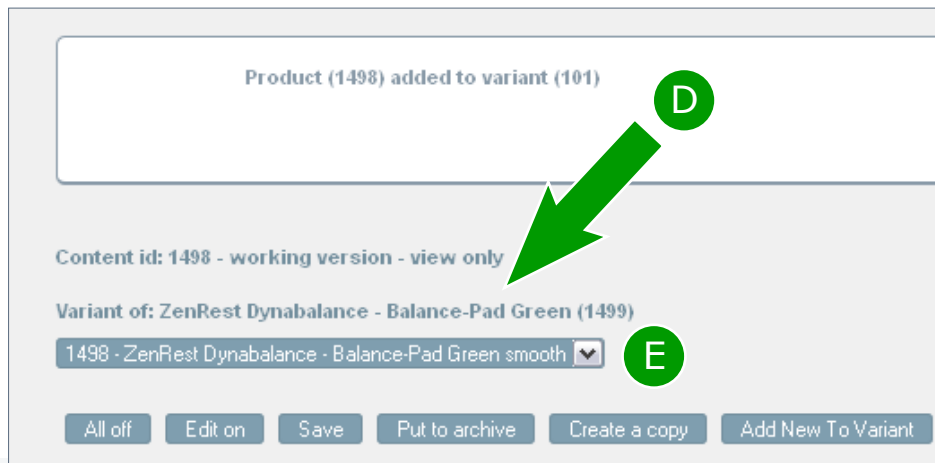


The screenshot shows the 'Add to variant:' dropdown menu. The menu is open, displaying a list of options. A green circle with the letter 'C' is placed over the dropdown arrow. The options in the list are: 'none', '616 - Protecta floor Bodenschutzmatte 200*100*0.4cm', '1499 - ZenRest Dynabalance - Balance-Pad Green' (which is highlighted), '1603 -', '1604 -', and '1603 -'. To the right of the dropdown, the text 'ZenRest Dynaba' and 'TPE Balance Ma' is visible.

C Select The Base Variant

Open the product whose content is **similar** to the product you have set as "base variant" (here: #1499)

Below the language selectors you will find the label "Add to variant". Select the required base variant from the dropdown - the one you've set in chapter 01 - #1499.



The screenshot shows the product variant management interface. At the top, a message box states 'Product (1498) added to variant (101)'. Below this, the text 'Content id: 1498 - working version - view only' is displayed. A green arrow points from a green circle with the letter 'D' to this text. Below the message, the text 'Variant of: ZenRest Dynabalance - Balance-Pad Green (1499)' is shown. A dropdown menu is open, displaying the option '1498 - ZenRest Dynabalance - Balance-Pad Green smooth'. A green circle with the letter 'E' is placed over this dropdown menu. At the bottom, there are several buttons: 'All off', 'Edit on', 'Save', 'Put to archive', 'Create a copy', and 'Add New To Variant'.

D The current product has now been added as a **variant of product #1499**, as you can also recognize on the label on top of the page.

E From the current page you can quickly **switch to the base variant** by clicking on it's name on the top of the page ("Variant of: ...") or select it from the dropdown below.

07 Edit Variant Mapping

nr	main item id	description
1	300	EAN(GTIN) Code
2	200	Produkt Name
3	4300	Farbzuordnung / Hauptfarbe
4	3900	Produkt Titel
5	Fo	Produkt Fotos
6	1600 - Zusätzliche Informationen	
7	10300 - Produkt Fotos	
8	16700 - Beipackinformationen	
9	11500 - zusätzliche Versandinformationen	

F Variant Mapping

Depending on what is set in the variant mapping of the base variant, the product fields are now filled with either information of the base variant or original product information. You can edit the mask by clicking on the button “variant mapping”.

G By default, the first line is set to “EAN (GTIN) Code” - this must not be changed, since every product can only have one specific GTIN. Click on the following fields and select other fields whose content **differs from the base variant**. For example: Product Name, Main Colour, Product Title and Product Pictures.

- H • **Update-Button:** Click here to **save** the mapping mask and apply it to the product page.
- **Refresh-Button:** If you have all numbers selected until the last line and want to add some more, click “refresh”.
- **Reload-Button:** Undo the last change in the mapping.

08 The Applied Mapping

The screenshot shows the Rasin Master Data System interface. The left sidebar lists product attributes: Produkt Name, Produkt Titel, Produkt Typ, Marken Name, Kategorisierung, Externer ID Type, EAN(OTIN) Code, UPC Code, ASIN, Bereit für Amazon Export?, Produkt Nummer, Datensatz erstellt am, and Template. The main content area displays a table of mappings. The first row is highlighted in dark blue and labeled with a green circle 'I'. The second row is labeled with a green circle 'J'. Below the table, there is a 'versions' section with a 'show differences' button and a 'content' section with tabs for Basic data, Handling, Sales & Finance, Marketing, Support, Market Position, Supplier, and Lector. The 'Basic data' tab is selected, showing a list of physical data attributes and their values.

Produkt Name	Balance Matress
Balance Matress: 50*41*6cm Embossing surface, green	1498
Balance Matress: 50*41*6cm Embossing surface, green	2013-04-11 07:59:02
Balance Matress: 50*41*6cm Embossing surface, green	sport-V4.02-12-05-21

versions

working 11.07.2013 14:53:57 (1)

show differences

Note: for examining difference, please select in the left column an old version and in the right column a new version.

content

Basic data Handling Sales & Finance Marketing Support Market Position Supplier Lector

☒ physische daten

Attribut	Wert
Farbindex	grün
Farbname	grün
Farbzuordnung / Hauptfarbe	grün
Geschlecht	Unb.
Größe	50*41*6cm
Größenzuordnung	50*41*6cm

I The Mapping Result

Now let's go back to the product page in edit mode. You will notice that it's only possible to **edit** the dark fields, those you have selected before in the variant mapping.

J The remaining, **uneditable** fields are filled with content of the base variant. Those can only be edited on the page of the base variant.

You want to change this content? Take a look at **Chapter 02 - E**.

09 Add Another Variant

The screenshot shows a web interface for managing product variants. At the top, there is a dropdown menu labeled 'd Green smooth' with a green circle 'K' next to it. Below this are several buttons: 'to archive', 'Create a copy', 'Add New To Variant', 'Remove From Variant', and 'Edit Variant Mapping'. The main section is titled 'Variant of: ZenRest Dynabalance - Balance-Pad Green (1499)'. It contains a dropdown menu with three options: '1604 - ZenRest Dynabalance - Balance-Pad Green smooth', '1499 - ZenRest Dynabalance - Balance-Pad Green', and '1498 - ZenRest Dynabalance - Balance-Pad Green smooth'. A green circle 'L' is next to the first option. Below the dropdown are buttons for 'Create a copy', 'Add New To Variant', and 'Remove From Variant'. The language is set to 'Deutsch'. Below the language selector is a 'navigation entry' section with a red 'in de en fr es cn' indicator. It contains a table with the following data:

Produkt Name	ZenRest Dynabalance
Produkt Titel	TPE Balance Mattress
Produkt Typ	Fitness
Marken Name	FA SPORTS
Kategorisierung	Fitness
	Balancegeräte
	Balanceunterlagen
Externer ID Type	
EAN(GTIN) Code	
UPC Code	
ASIN	

A green circle 'M' is next to the 'EAN(GTIN) Code' field.

K Further Product Variants

Let's assume you want to quickly add another variant to an existing one (e.g. the same product in a different color): Click on the **"Add new to variant"** button on top of the page.

L A copy (variant) of the whole product is made and also shows up in the **variants dropdown** with a **new product number**.

M The **GTIN** field will probably be empty, since it is selected in the **variants mapping by default**.

As explained in the previous chapter, you can edit the variants mapping either before or after adding a new variant.



grouping master data system screenlinx rasin

00 The Concept Of Groups

The New Grouping Module

In **groups** you can collect and sort specific products to create yourself a better overview. You can assign every product to multiple groups, because the product entry in the group is not a copy of the product data. It is a **reference** to the data, which allows you, for instance, to edit the data inside a group and it will automatically be changed in the original data set and any other reference.

Please note: You cannot create new products inside a group, you can only **collect existing products**.

Group Examples:

Winter: This group contains all products for the winter season.

New Listed: This group contains all products that you have already added to the system and should be reviewed by another editor.

Order PO123456: This group contains all products that are to be delivered in a special amazon product order.

Check missing data: Products, that still lack some information and have to be completed.

00 The Concept Of Groups

Groups Are Not For:

- Grouping products from different **suppliers**

What You Can Do With Groups:

- **Add products** (i.e. if another product should join the group)
- **Remove products** (i.e. if you finished a product in the “check missing data” group)
- **Rename groups**
- **Delete groups**
- **Export** all products inside of one group

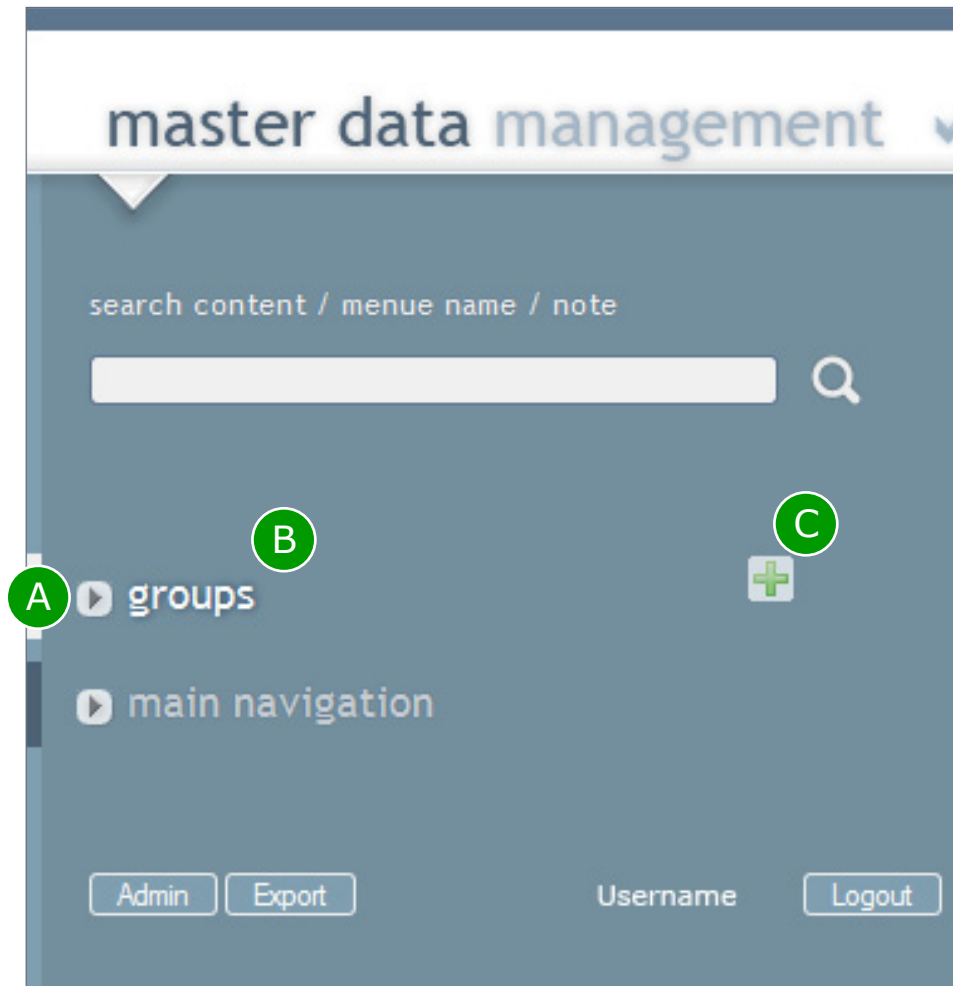
Default Groups:

There are two default groups:

- **with GTIN**
- **without GTIN**

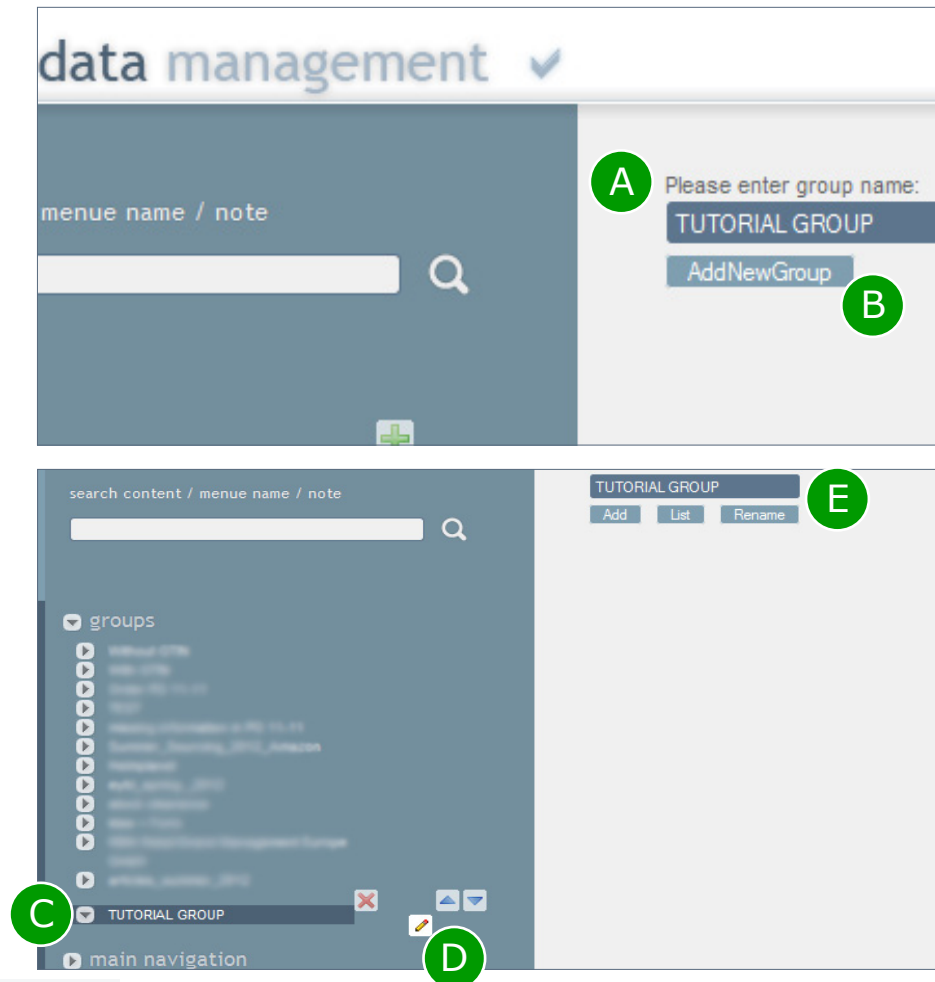
This provides a better overview about the products that are already listed with a GTIN.

01 Creating Groups



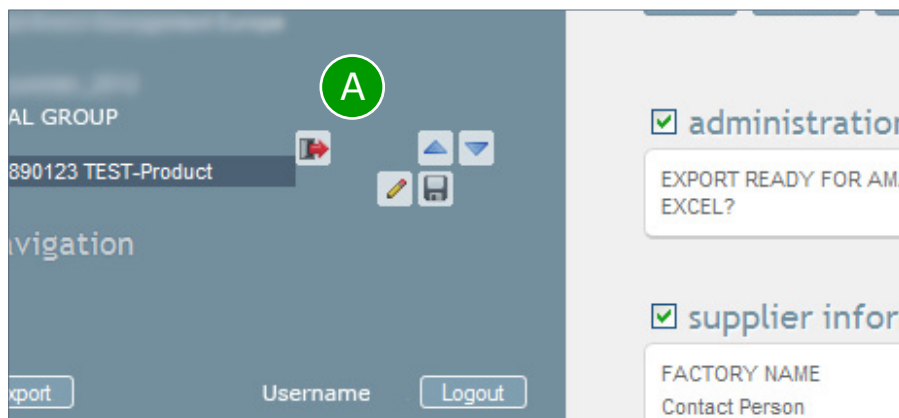
- A Click on the arrow icon on the left to "groups" to see all existing groups.
- B Click on the "groups" headline.
- C Click on the "add new group" + icon.

01 Creating Groups



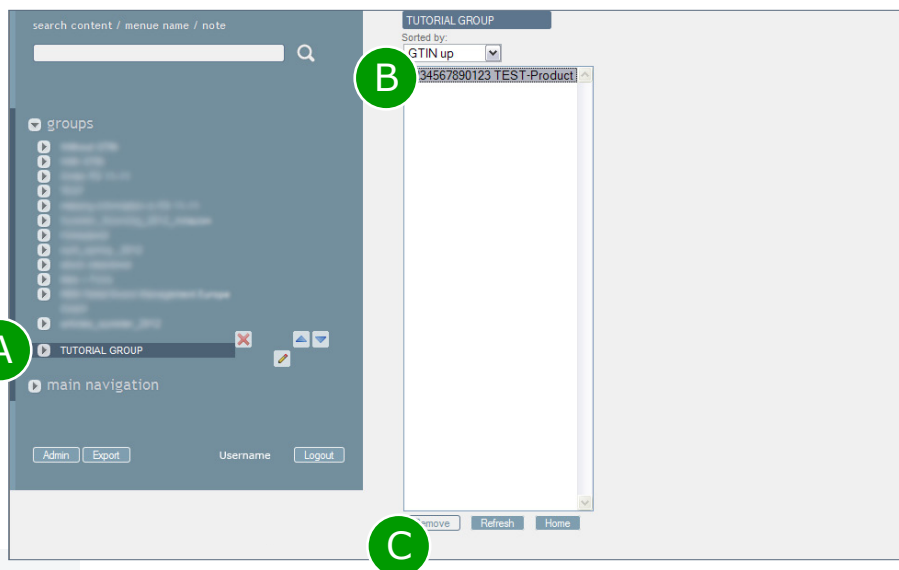
- A Insert a **name** for the new group.
- B Click on “AddNewGroup”.
- C Click on the **new entry** in the group listing.
- D Click on the “**edit**”  icon to add products to the group or edit the group settings.
- E
 1. Press “**add**” to select products. (described on following page.)
 2. Press “**list**” to show all products inside the group.
 3. Insert a new name and press “**rename**” if you want to change the group name.

03 Remove Products From A Group



Remove **a single product** from the group.

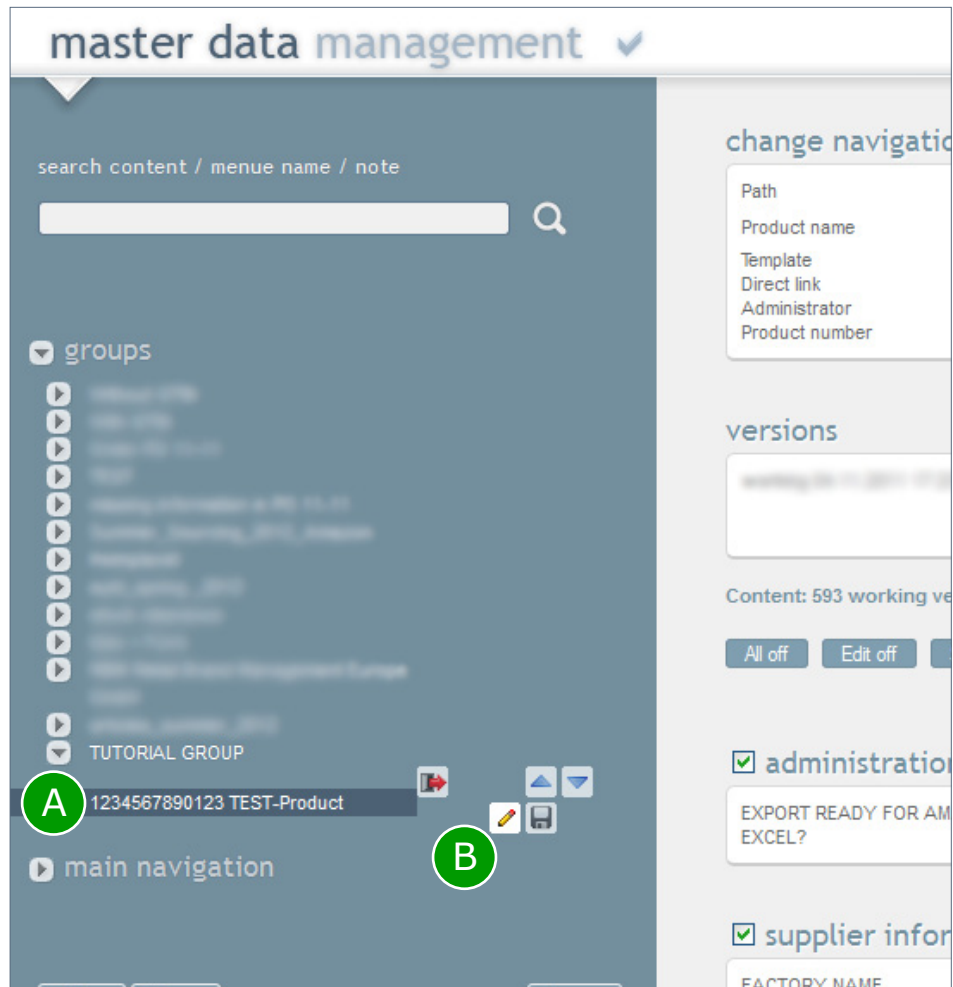
- A** Open a group in the navigation and click on the product you want to remove. Click on the “remove element from group” icon. 



Remove **multiple products** from the group.

- A** Click on a group name and then click the “edit group”  icon - now press on the “list” button.
- B** Select all products you want to remove from the group.
- C** Press the “remove” button.

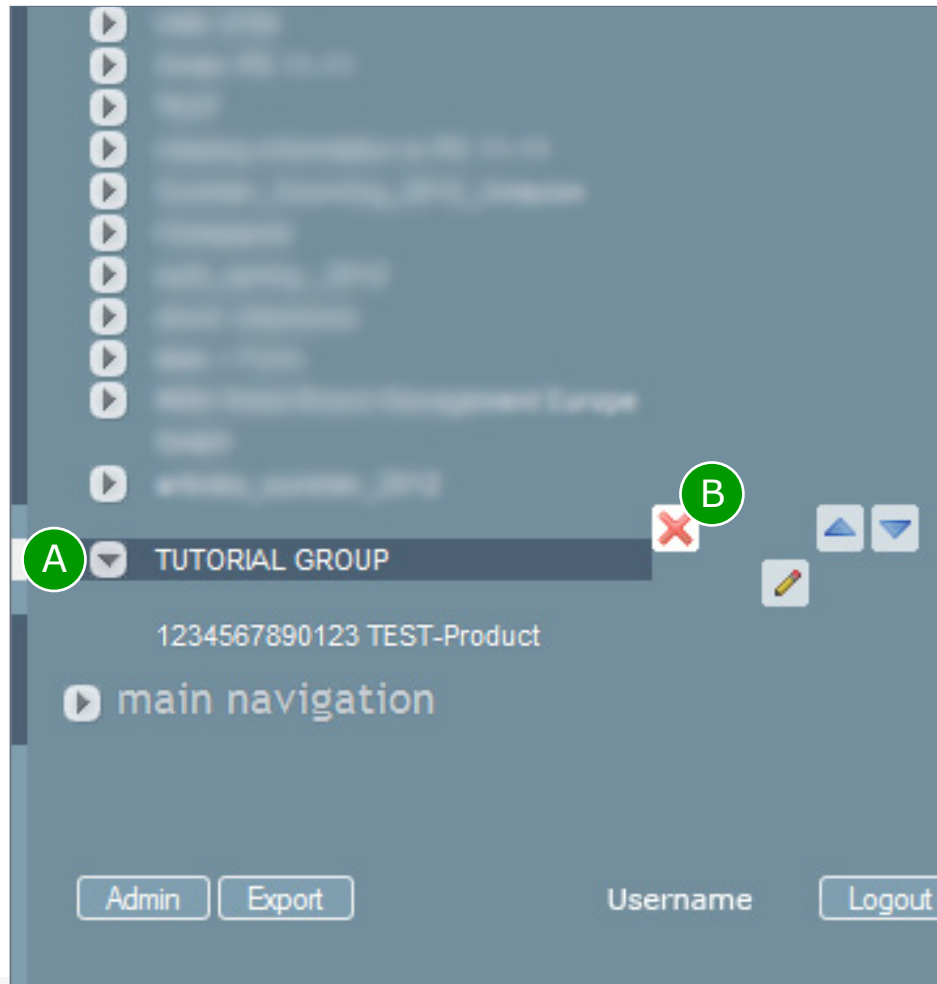
04 Edit Products In Groups



If you want to edit the product data you can do so **directly** from the group listing. Your changes will be saved in the root data of the product.

- A Click on the product you want to modify.
- B Click on the “edit”  icon.

05 Delete A Whole Group



If a **whole group** is not needed anymore, you can delete it.

- A Select a group from the group listing.
- B Press the “delete group”  icon.



exporting
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00 The Concept Of Exporting

The New Export Tool

The new export tool enables the user to work even faster and more **dynamically**. You can export the whole data in one single **Excel** or **CSV** document for quick adjustments and completion with a maximum of **compatibility** to all systems.

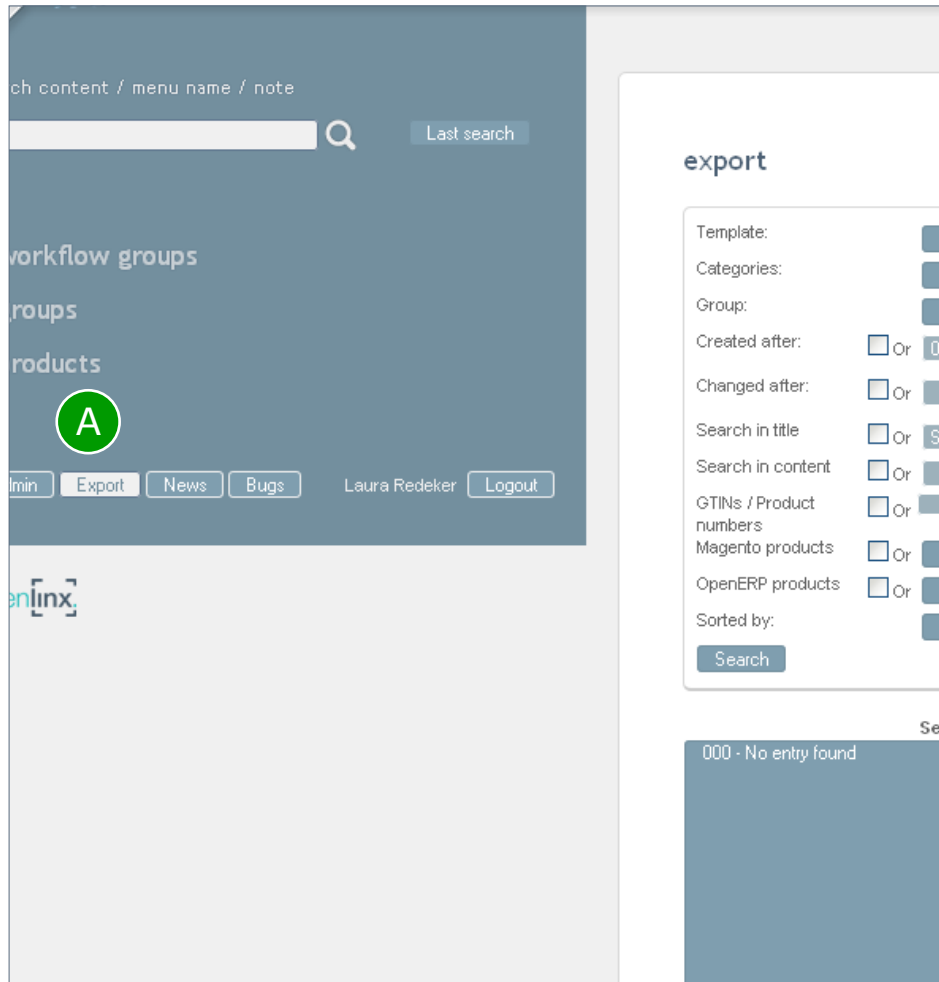
Boost your trading power, increase the value and speed up your work flow with this user-friendly and complications reducing software.

Export the required data with a **default export template** or create your own **individual template**.

Export Functions:

- Multidimensional and fast search function.
- Several output types possible. (.xls, .csv,..)
- Select one of the default export templates, or
- Easily create and save your own, individual export templates.
- Create multilingual lists.
- Add your own additional text to a column.
- Insert your own specific delimiter.
- Add as many columns and rows as you like.

01 Existing Export Templates



- A** Click on the “Export” button to open the export module.

On the export page you will see a couple of fields that make it easier to find the products you are looking for.

01 Existing Export Templates

export

Template:

Categories:

A Group:

Created after: ☒ 06/02/2013 Created before:

Or

B Changed after: ☐ Changed before:

Or

Search in title: ☒ Sport

Or

Search in content: ☐

Or

C GTINs / Product numbers: ☐

Or

Magento products: ☐ No

Or

OpenERP products: ☐ No

Or

Sorted by:

D

GTIN up
GTIN down
Content up
Content down

Select product and add to export list:

A Filter template, category & group

If you have products in different groups (i.e. Toys / Sporting goods...) you can select the template the products are based on. You also select any category or group to **filter your results**.

B Sort by date

E.g. if you only want to see products, that have been created the last month, select "created after ...".

C Other search options

You can also search for a specific word that is part of the product content or title, or simply search for a full or a partial GTIN. Furthermore, you can look for products, that are marked as Magento or OpenERP products.

D Sort results by

To make it easier to find the listed products, you can change the "Sorted by" dropdown. GTIN up/down sorts the products based on GTIN number. Content up/down sorts the products alphabetically, based on the product name.

01 Existing Export Templates

The screenshot shows a web interface for selecting export templates. At the top, a list of templates is displayed, each with a unique identifier (e.g., 48970341) and a preview of its structure (e.g., 'xxxxxxxOC'). Below the list are 'Add' and 'Add all' buttons. A vertical sidebar on the left contains callouts G, H, I, and J. The main area contains the following controls:

- G** **Select output type:** A dropdown menu currently set to 'Excel'.
- Select output language:** A dropdown menu currently set to 'Deutsch'.
- H** **View mapping:** A button next to a dropdown menu set to '01'.
- Header off:** A dropdown menu set to 'off'.
- I** ☐ **Strip HTML tags**
- Value delimiter (global):** A text input field containing a comma (',').
- J** **Export** and **Refresh** buttons.

G Select output type & language

Export as .csv or .excel-data file. Choose the default output language.

H Elements

- Select any existing template, e.g. "01"
- Select whether the header is shown or not
- Click "View mapping" to take a look at the selected export template mask. (Explanation follows on the next page.)

I Options

- Check "Strip HTML tags" if you want a clean product description without any HTML tags.
- Value delimiter (global): Set the desired delimiter symbol for your output file.

J Start exporting



BASED ON THE COUNT OF PRODUCTS THIS CAN TAKE A WHILE.

02 Create New Export Templates

A

View mapping

none

Header off

Off

Refresh

Save

Reload

Reset

none

Header off

Save as:

line	column	main item	description	language	delimiter
1	A	Name		xx	
2	B	200 - Produkt Name		xx	
3	C	3600 - Marken Name		xx	
4	D	1100 - Fabrik Name		xx	
5	E	4100 - Farbname		xx	
6	F	12300 - Team Name		xx	
7	G	17800 - Name - A		xx	
8	H	18200 - Name - B		xx	
9	I	18600 - Name - C		xx	
10	J			xx	

☐ Strip HTML tags

Value delimiter (global):

Export

Refresh

B

D

The export module is very flexible, i.e. you are free to place any information in any column of the exported CSV File.

A View mapping

As explained on the previous page, you have to click on the "View mapping" button to display the template mask. Select "none" as template mask to create your own.

B Select column content

Click on the main item field and start typing to find and select your desired content for the particular column (A, B, C...).

C Insert specific delimiter

If you want another delimiter than the global / default one (defined at the bottom: ";"), insert any symbol you like. E.g. "x" or "/" or "|" ..

02 Create New Export Templates

Select output type:
Excel

Select output language:
Deutsch

Off Refresh Save Reload Reset none Header off Save as:

line	column	main item	description	language	delimiter
1	A	200	Produkt Name	de	
		200	Produkt Name	xx	
2	B			de - Deutsch	
3	C			en - English	
4	D			fr - Français	
5	E			es - Español	
6	F			cn - 中國的	
7	G			xx - Default	
8	H			xx	
9	I			xx	
10	J	fix text	e.g. brand name	xx	
11	K	500	Kategorisierung	xx	

☐ Strip HTML tags
Value delimiter (global):

Export Refresh

D Refresh page to add new rows

If you have inserted all information in column "A" and need a second row in - just click the "refresh" button at the bottom of the page. This, for example, allows you to add additional lines with the same information in other languages.

E Select language

Click on the language field to select the required language from the dropdown. If you select "xx - Default", the above selected "output language" will be used automatically.

F Add fix text

Select "fix text" from the main item dropdown to add your own additional text to the particular column. In the shown example, column "J" of the export list contains the words "e.g. brand name" for each selected product.

G Add more columns

If you have completed the last column/line (here: K / 11) and need a few more, just click the "Refresh" button on the bottom.

02 Create New Export Templates

Select output type:
Excel

Select output language:
Deutsch

I

H

Off Refresh Save Reload Reset none Header off Save as: New Template

line	column	main item	description	language	delimiter
1	A	400	Produkt Nummer	de	
		400	Produkt Nummer	en	
2	B	200	Produkt Name	de	
		200	Produkt Name	en	
3	C	300	EAN(GTIN) Code	de	
		300	EAN(GTIN) Code	en	
4	D	2000	MOQ-Price	de	
		2000	MOQ-Price	en	
5	E	fix text	z.B. Markenname	de	
6	F	fix text	e.g. brand name	en	

☐ Strip HTML tags
Value delimiter (global):

Export Refresh

H Your new template is finished?

Don't forget to save your template when you have finished editing your own mask. Go to the top and insert a proper name next to "Save as:".

I Save the new template

Click the "Save" button on the left. Your export template is now saved and can be used for further export actions.



JUST FOLLOW THE DESCRIPTION HOW TO EXPORT DATA AND SELECT YOUR NEW TEMPLATE WHEN NEEDED.

03 Export Template: HTML / CSS

Special HTML tags

```
<mdm-loop></mdm-loop> // Products, which are chosen in
the export, are depict in this loop.

<mdm-next></mdm-next> // More products withhin one loop.
    Z.B. <mdm-loop>
        <header>
        <mdm-next>
        <mdm-next>
        <footer>
    </mdm-loop>

-> Two products on one page, with the same header and
footer (simplified)

<mdm-pdf></mdm-pdf> // Only the export as PDF.
Example: <mdm-pdf size='a4' orientation='portrait'>
</mdm-pdf>

orientation = 'portrait' (Hochformat) oder 'landscape'
(Querformat)

<mainitem [attributes]> [mainitem id] | [html tags]
</mainitem>
```

Attributes

```
* Explanation on the basis of: <mainitem
id='10300'ignore='yes' images='0' resize='yes' height='80px'>

ID = Specific Fieldvalue from the MDM, here:
Product pictures - '10300'
    Diffrent spelling possible:
        <mainitem>
        500
        </mainitem>
-> Productcategorie expensed

IMAGES = 0 -> Mainimage, 1 = PT01, 2 = PT02, usw. |
default = 0

IGNORE = yes -> ignored, if product picture is not
avaliible | default: IGNORE = NO

RESIZE = yes -> Picture size should be changed
-> Height or width: e.g. height = 80px |
default=no
```

03 Export Template: HTML / CSS

Attributes

WIDTH / HEIGHT = number | default = 300
-> new picture width or height

More attributes possible:

TYPE = value / name -> Name / Value of mainitems

IGNORE = yes / no | default=no - if mainitem
value is empty, ignore entire <mainitem></mainitem>

BARCODE = yes / no | default=no - create barcode
(use barcodetype and barcodeimage)

BARCODETYPE = ean13 / int25 / upca / code128 / ean8
/ **postnet** | default = ean13

B-WIDTH = number | default=1 (barcode-width)

B-HEIGHT = number default=15 (barcode-height)

BARCODEIMAGE = png / gif / jpg | default=jpg

IMAGES = '0;1;5' | default=0 - image number
(0-main, 1 - first image of PTxx)- used only if
mainitem is from image type

03 Export Template: HTML / CSS

Example Page:

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transition-  
al//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transi-  
tional.dtd">  
<html xmlns="http://www.w3.org/1999/xhtml">  
<head>  
<meta http-equiv="Content-Type" content="text/html;  
charset=utf-8" />  
<title>Template</title>  
<style type="text/css"> ....</style>  
</head>  
  
<body>  
  
<mdm-pdf size='a4' orientation='portrait'></mdm-pdf>  
  
<div id="wrapper">  
  
<mdm-loop><!-- MDM LOOP -->  
  
<div class="header"> ..... </div>  
<div class="content">  
  
    <mdm-next>  
        <div class="mainitem">  
            <mainitem id='10300' ignore='yes'  
            images='0' resize='yes' width='400px'>
```

```
                <img src='%s' />  
            </mainitem>  
        </div>  
        <div class="category">  
            <h2><mainitem>3900</mainitem></h2>  
            <ul>  
                <li><b>Product Category:  
                </b> <mainitem>500</mainitem></li>  
                <li><b>Product Type:  
                </b> <mainitem>3700</mainitem></li>  
            </ul>  
        </div>  
    </mdm-next>  
  
</div>  
  
    <div class="footer"> &copy by screenlinx.de </div>  
  
</mdm-loop><!-- / MDM LOOP -->  
  
</div>  
  
</body>  
  
</html>
```

04 Export Template Upload



In the **admin** area you can get to the “Export-Template” site.

export template

Select template

120 - sport-V4.02-12-05-21

Select export template

none

Enter new name

TUROK TEMPLATE

Select export template for HTML type

Durchsuchen...

Select export template for PDF type

e\TUROK\template_turok_pdf.htm

Durchsuchen...

Select additional fields (zip archive)

ktop\template\TUROK\TUROK.zip

Durchsuchen...

Add a new export template

To add a new export template, select “**none**” in the “select export template” dropdown.

After that, you have to enter a **name** for the created template and load the HTML-file vor the export as HTML- or as PDF-file.

In this case we load up a HTML-file, which has been optimized for the **PDF-file export** (second field).

Pictures, which are embedded to the template (e.g. “logo.jpg”) have to be **zipped** and seperatly uploaded in the lower-most field (“TUROK.zip”).

04 Export Template Upload



In the **admin** area you can get to the “Export-Template” site.

A form for configuring the export of a template. It includes several sections with labels and dropdown menus:

- Select output type:** A dropdown menu with 'Export from template (html)' selected.
- Select output language:** A dropdown menu with 'Deutsch' selected.
- Select HTML template file:** A dropdown menu with 'TUROK TEMPLATE PDF' selected.
- Split after:** A text input field containing '1', followed by '(0 - no splitting)'.
- Select output subtype:** A dropdown menu with 'to pdf' selected.

Below these fields is a link 'View exported HTML content' and two buttons: 'Export' and 'Refresh'.

Use the new template

Go to the “**Export**” page and select the products, you want to export.

On the bottom of the page, you first choose the output type “**export from template (html)**”.

Now you will see some more options, from which you can select the output language and the saved **HTML-template file** (“TUROK TEMPLATE PDF”).

“**Split after: 1**” creates an automatic pagebreak after the loops. In this case it is necessary.

The selected template has been optimized for the PDF-export, thus you have to choose “**to pdf**” as **output subtype** from the dropdown.

The PDF-file will be generated after clicking on the “**Export**” button.



workflow
master data system
screenlinx rasin

00 The concept of workflow

The Benefits of the Workflow Process

In the section “**workflow groups**”, product data can be added step by step, and reviewed by a qualified person. A new product will automatically be added in the workflow group “**new**” and can be picked by any editor to insert the necessary data. When the editor has finished his work, he has to move the product to the “**lector**” group - where a qualified user will check the inserted data.

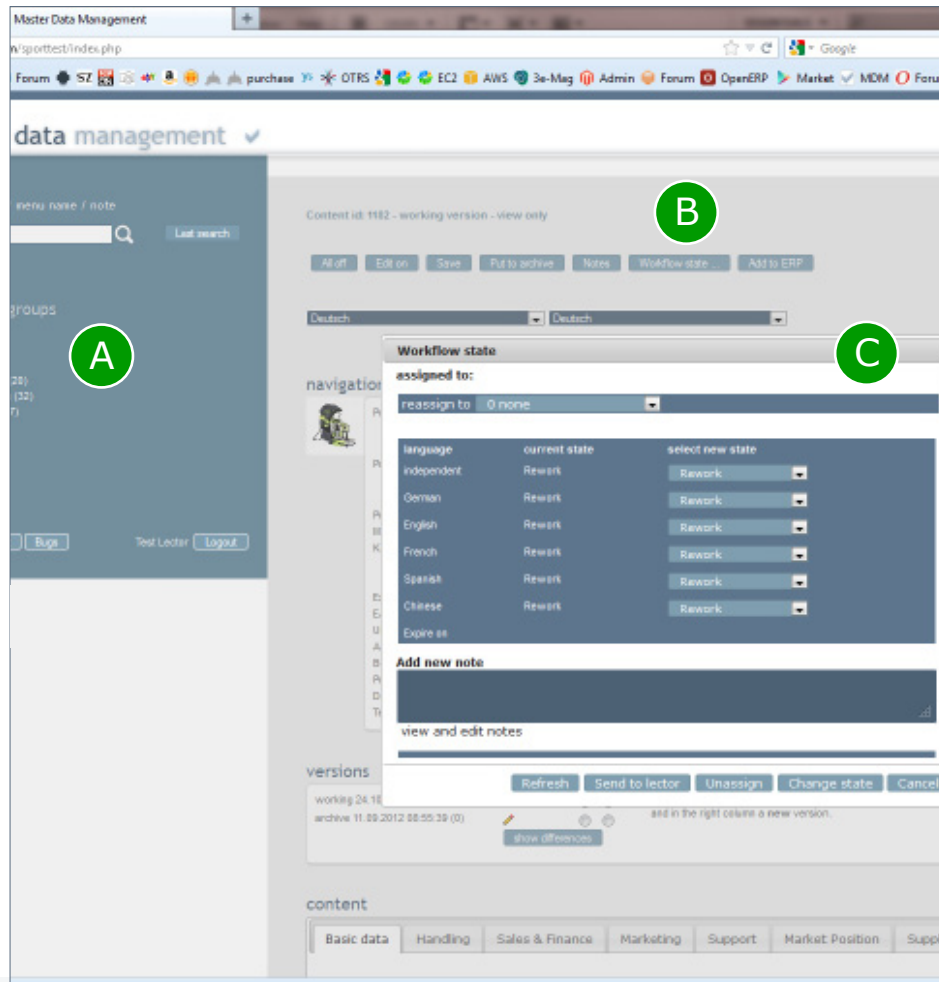
If the data is correct, the lector will either mark the product as **finished** (for each language) or add some comments and send the product back to the “**Rework**” Group (or to a special editor).

This workflow process repeats itself until the product is marked as “**checked**” by the lector.

Every editor has its own “**working group**”. While working on the product, the data set is stored within his own group and cannot be edited by another user. Thus it is no longer possible that two editors are working on the same product at the same time.

Follow this tutorial to learn how a product is handled in the new workflow module.

01 Elements of the workflow module



A Workflow Groups

See which products are new or need to be reworked. Furthermore, editors can pick products for editing and lectors can assign the products to editors.

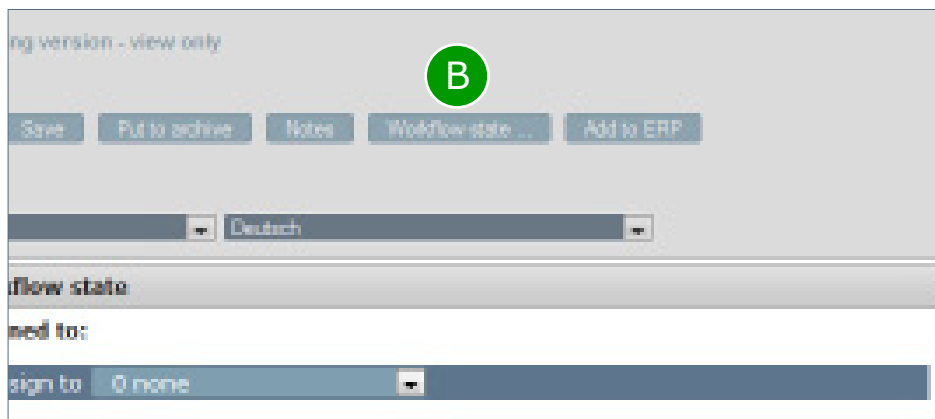
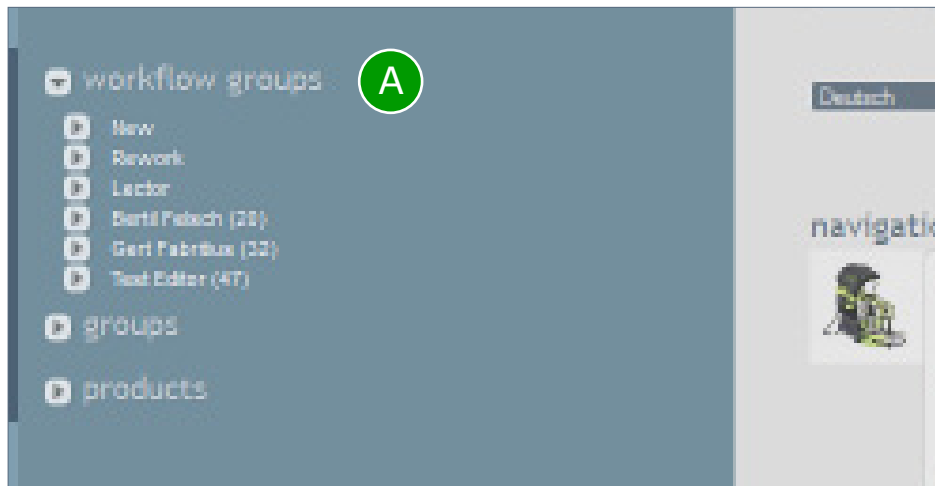
B The button "Workflow State"

Press this button to open the product specific workflow state popup window.

C Workflow state window

In this window you can change the state of a product and add notes. Also you can assign the product to specific users or lectors, or mark the product as finished.

02 Workflow groups



A The workflow process is divided into different groups:

Group “new”: If a new product is created by a system administrator, the product will automatically be added to the group “new”. Thus everyone can see that there is a new product to be edited.

Group “rework”: If a product already exists but is not yet finished, it will be assigned to the “rework” group by an administrator of lector. A product can also be part of the rework group, because an editor was not able to fill in the required information and had to pass the product back to rework.

Group “lector”: If an editor has finished editing and would like the lector to review the product, he has to assign the product to the “lector” group.

User specific groups: Depending on your user profile, you can see all or only your own user groups. In this specific group you will see a list of products you picked from “new” or “rework” for editing. If a product is listed in such a specific group it will no longer be displayed in “new” or “rework” and thus cannot be taken by anyone else.

03 Workflow state

Workflow state

assigned to: **B**

reassign to: 0 none

language	current state	select new state
independent	Rework	Rework
German	Rework	Rework
English	Rework	Rework
French	Rework	Rework
Spanish	Rework	Rework
Chinese	Rework	Rework

Expire as

Add new note

view and edit notes

Refresh Send to lector Unassign Change state Cancel

Buttons:

Send to Lector - Send the product to the lector group for reviewing.

Unassign - Send the product back to the rework group or remove completely from the workflow process (if already placed in rework).

Change state - Press this button to publish your changes.

Cancel - Close the workflow state window.

B The **workflow state window** gives you an overview about the current product state.

The dropdown “**reassign to**” allows you to assign the product to a specific user.

You can also change the state of the product depending on the **language**. The field “**independent**” implies all data fields, which do not depend on a specific language.

You have the following possibilities:

Rework: The data is not yet finished and should be reworked - the product will automatically be listed in the rework group (if not assigned to a specific user).

Temporary finished: An editor can mark a product as temporary finished if he wants to send the product to a lector for review.

Not required: A lector can mark a language as “not required” if there is no need for a translation.

Checked: A lector can mark a language as “checked” if the specific language is complete.

Notes: This field will show you product related notes from other editors or lectors.

04 Starting a workflow process

Workflow state

assigned to:

reassign to:

language	current state	select new state
Independent	Rework	Rework
German	Rework	Rework
English	Rework	Rework
French	Rework	Rework
Spanish	Rework	Rework
Chinese	Rework	Rework
Expire as		

Add new note

view and edit notes

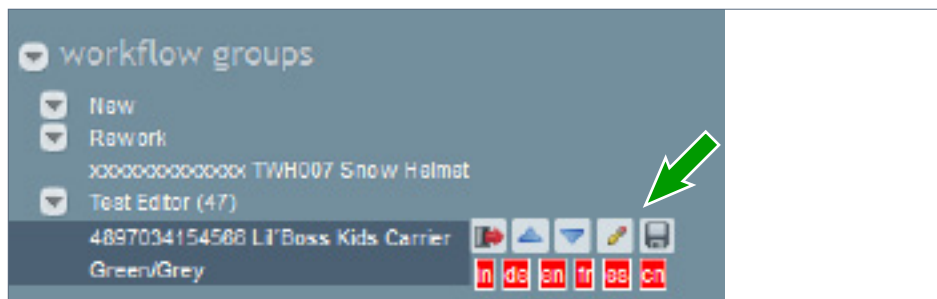
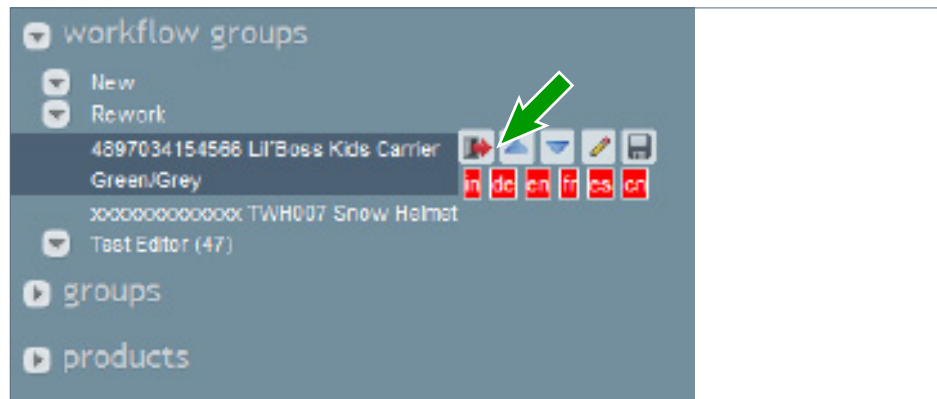
There are two possibilities of starting a workflow process:

If you are logged in with the **required user rights** (admin or lector), you can start the workflow process by **creating a new product** - the new product will then automatically be placed in the **"new"** group.

You can also select an **existing product**, open the "workflow state" window and change the **state values** to **"rework"**. Then click on the "change state" button and close the window. The product has now been moved to the **"rework"** group in workflow groups.

The product is now part of the **workflow process** - this has no effect on viewing or exporting the data - however all editors now can see that the product needs some rework.

05 Pick a product for editing



* The “edit on” button has a very important function from now on. Please always click on that button when you start working on a product, even when you’re just doing some web research or collect your information in some other editor outside the MDM system. As long as your work is concerning the product, you should be in “edit on” mode - thus we can easily collect the time you and other editors are working on products.

In this step you’re logged in as an user called “Test Editor” with **editor rights**. Thus, the lector group cannot be seen anymore.

However, what we see is this:

- there are no new products (empty group)
- there are two products in the rework group
- there are no products you’re currently working on (group “Test Editor (47)”)

To edit a specific product from the “rework” group, you first have to select it and then click on the first button “assign to me”.

The product will now move into your personal user group: “Test Editor (47)”. While this product is stored within your group, it cannot be edited by anyone else. To start off with editing, simply press the “**edit on**” * button.

06 Editing a product

language	current state	select new state
independent	Rework	Temporary finished
German	Rework	Temporary finished
English	Rework	Rework
French	Rework	Rework
Spanish	Rework	Rework
Chinese	Rework	Rework

Add new note

view and edit notes

Refresh Send to lector Unassign Change state Cancel

Remember that the product is currently in your own group, thus it is important that you save your changes once you've finished editing (for now).

First, you should change the current state in the "Workflow State" window: If you have completed all necessary language independent fields, change the "independent" dropdown to "temporary finished". Similarly, if you have finished all necessary German fields, change the dropdown to "temporary finished", too. If you haven't completed all necessary English fields, do **NOT** change the particular dropdown, etc.

Save your changes by pressing the "change state" button. Close the window - the product still stays in your personal group, because you may want to finish your work later.

07 Pass back to rework

Workflow state

assigned to: Test Editor

language	current state	select new state
independent	Temporary finished	Temporary finished
German	Temporary finished	Temporary finished
English	Rework	Rework
French	Rework	Rework
Spanish	Rework	Rework
Chinese	Rework	Rework

Add new note

Last note

2012-10-24 15:56:52 (Test Editor) - new
Can someone fill in the English information - my english is not good enough

view and edit notes

Refresh Send to lector Unassign Change state Cancel

workflow groups

New

Rework

xxxxxxxxxxxxxxxx TVH007 Snow Helmet
4897034154566 LI Boas Kids Carrier
Green/Grey

Test Editor (47)

If you are not able to complete a product, you can easily pass it back to the “rework” group and let someone else finish the work.

To do so, please set the **current states** and add an additional **note** below, to let others know what information is missing, for instance.

Save your changes with the “**change state**” button.

Then reopen the window and press “**unassign**” - you can also use the “Unassign” button in the product listing, as shown before.

As the product has been sent back to the “**rework**” group, it is no longer part of your personal user group and someone else can continue editing.

08 Send to Lector

Workflow state [X]

assigned to: Test Editor

language	current state	select new state
independent	Temporary finished	Temporary finished
German	Temporary finished	Temporary finished
English	Rework	Temporary finished
French	Rework	Rework
Spanish	Rework	Rework
Chinese	Rework	Rework

Add new note

Main Languages are finished - do we really need french & spain?

Last note

2012-10-24 16:05:28 (Test Editor) - new Main Languages are Finishe - what do you think

view and edit notes

Refresh Send to lector Unassign Change state Cancel

workflow groups

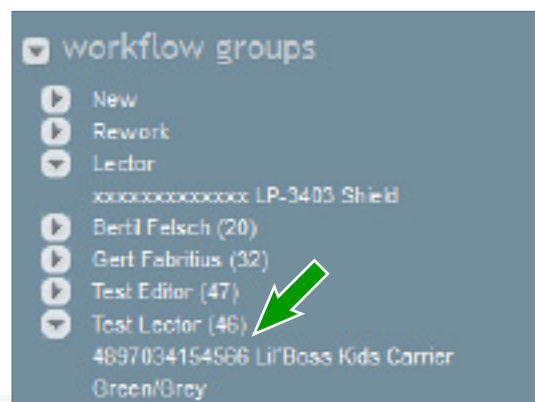
- New
- Rework
- xxxxxxxxxxxxxxxx 007 Snow Helmet
- Test Editor (47)

If you think you have finished editing, or want to ask the **lector** a question:

- first change the state for each language
- add a note in the below textarea
- click on the “**send to lector**” button

Now the product is neither visible in your personal group, nor in the “**rework**” group, since it has been moved to the “**lector**” group.

09 Lector area - proof products



You are now logged in as an user with **special lector rights**.

The **"lector"** group is now visible and it already contains the previous product, which has been sent by the editor for review. Also, you can see all **personal editor groups** - the lector receives an overview about who is currently editing which products.

You are now logged in as **"Test-Lector"** and currently you don't have any products to review, thus you click on the button **"assign to me"**.

The product now moves from the general **"lector"** group to our personal **"Test-Lector"** group and we can now start reviewing.

10 Answer questions & pass back to rework

language	current state	select new state
Independent	Temporary finished	Rework
German	Temporary finished	Checked
English	Rework	Checked
French	Rework	Rework
Spanish	Rework	Not required
Chinese	Rework	Not required

Expire on

Add new note

Last note

2012-10-24 16:15:12 (TEST-EDITOR) - new Main Languages are finished - do we need french and spain

view and edit notes

language

Independent

German

English

French

Spanish

Chinese

Expire on

Add new note

Last note

2012-10-24 16:15:12 (TEST-EDITOR) - new Main Languages are finished - do we need french and spain

2012-10-24 16:34:59 (TEST-LECTOR) - French is important for this product - please add

2012-10-24 16:05:28 (TEST-EDITOR) - new Main Languages are Finishe - what do you think

Resolved New Save Cancel

view and edit notes

User name Time (minutes)

Test Lector 1

Test Editor 1

Refresh Send to lector Unassign Change state Cancel

The lector will now read all data and look for mistakes.

In this example the editor has left a **question**: He wants to know if more languages are required.

The lector thinks also French is needed, while Spain and Chinese are not important, the German and English fields are without any mistakes and are marked as **“checked”**. Furthermore the independent fields have to be reworked. Thus, the lector has to open the **“Workflow State”** window and change each state of the languages.

To answer the question, the lector has to add a new note - click on the **“view and edit notes”** button. To save the new note, click on the **“change state”** button.

Setting re-lector intervall

Workflow state

assigned to: Test Lector

reassign to: 46 Test Lector Back to Test Editor

language	current state	select new state
independent	Temporary finished	Rework
German	Temporary finished	Checked
English	Rework	Checked
French	Rework	Rework
Spanish	Rework	Not required
Chinese	Rework	Not required

Expire on

Add new note

Last note

2012-10-24 16:15:30
Main Languages are 1. independent 2. German 3. French and Spain

view and edit notes

User name	Time (minutes)
Test Lector	1
Test Editor	1

Refresh Send to lector Unassign Change state Cancel

Set expiration period

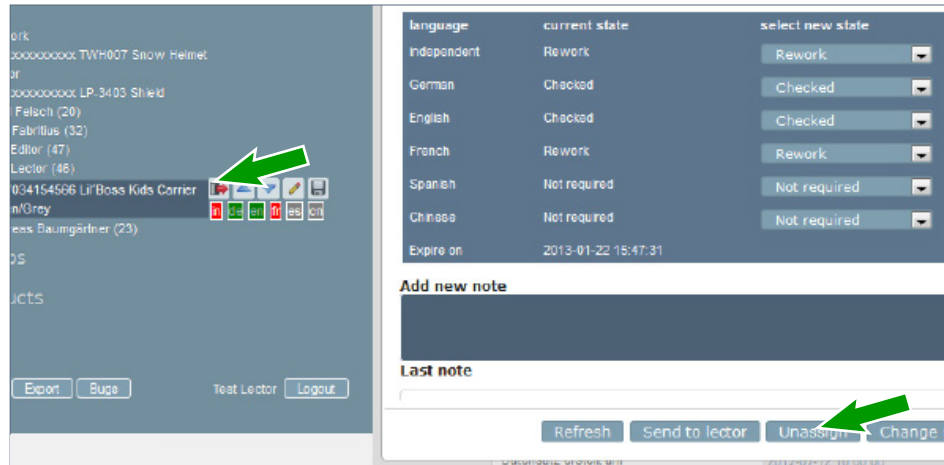
Three months

Continue

Since there are two languages marked as “checked”, the system will ask you for an **expiration period**, when saving.

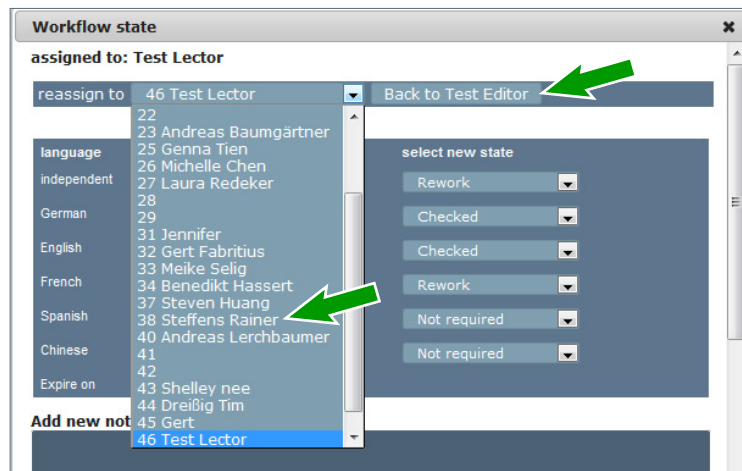
This means that the product will **automatically** be send to the lector group after the given expiration period. The lector now can take a look at the data and send it back to rework if necessary.

12 Send back to rework



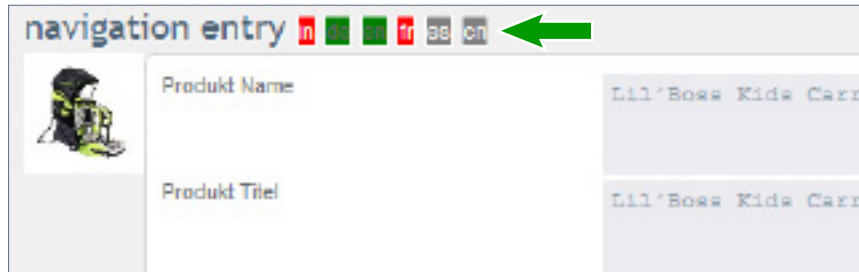
In the previous step the lector has answered some questions and changed the state. Since there are two states marked as “rework”, the product should be send back to the “rework” group: the lector has to press the “unassign” button (right image) or the “remove from group” button (left image).

The product will now move back to the “rework” group.



Sometimes it makes more sense to send the product directly to the last or a specific (for example french speaking) editor - in this case the lector can use the Workflow state window. Press the “Back to Test Editor” Button to send the product to the **last editor** who worked on the product. **OR:** Select a specific user from the dropdown.

13 Finished Products



A product is finished if a lector marked all languages as “checked” or “not important”. In this case the product will automatically be removed from workflow module.

The product can now be **reassigned** to the workflow by a lector or will automatically be moved when the **recheck interval** expires.

You can see which state a product has without opening the workflow window: The **small icon bar** on top of the product header shows you the current state of every language.

red: rework

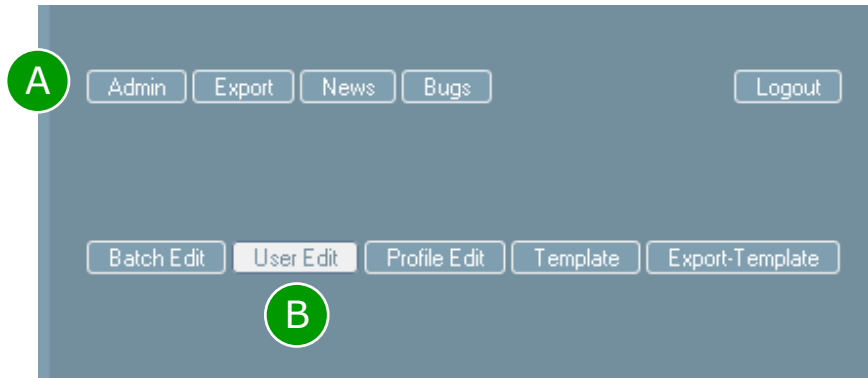
green: checked

grey: not important



add user
master data system
screenlinx rasin

Creating New Users

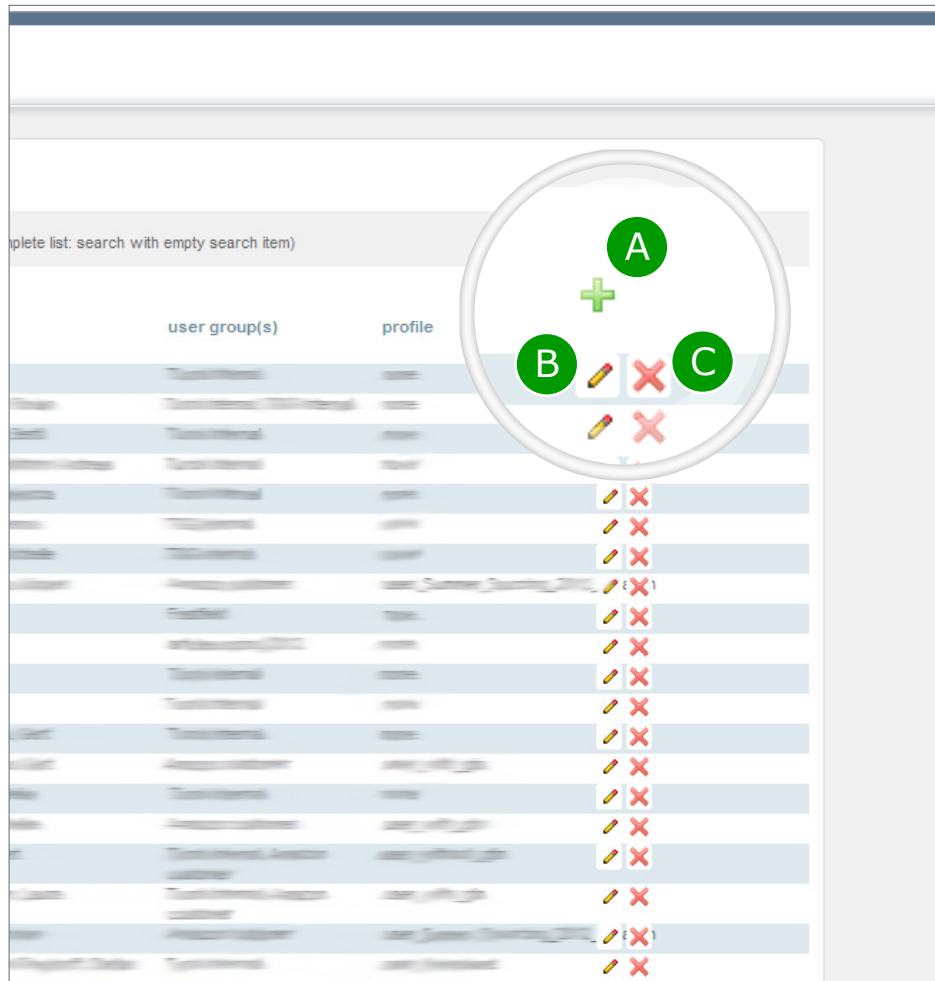


A Press the “Admin” button to open the admin configuration area.

B Press the “User edit” button to open the user administration.

If you want to edit a user’s profil information directly, use the search field to find the user.

Creating New Users



- A** To create a new user click the “**Add**” button on top.

Insert all the necessary user information and “save” the **new user**.
- B** Click on the “**Edit**” button on the right to simply edit the information of a specific user.
- C** If you want to delete any unnecessary user, click on the “**Delete**” button.

Service

Contact

Please do not hesitate to contact us:

Phone: +49 8801 / 9119-0

Fax: +49 8801 / 9119-290

Email: info@screenlinx.eu

Web: screenlinx.eu

Monday to Friday between 9 a.m and 7 p.m.

As a customer you can also reach our 24h service hotline which you can find in our online service portal.

Postal Address

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If you have any questions, comments or business proposals, do not hesitate to contact us at info@screenmotion.de